# Researchers: How to DocuSign and Flatten the NIH Other Support Document Prepared by a Research Administrator

Last Updated: January 21, 2022

As of January 25, 2022, the NIH Other Support (OS) document must be electronically signed by PD/PIs and Senior/Key personnel through DocuSign, the only Princeton University approved solution for electronic signatures. The University is not licensed for Adobe Sign or other electronic signature products. The DocuSigned file must be flattened (via "print to PDF") for upload to the NIH K application, JIT, or RPPR.

1. [Request and activate your Princeton DocuSign account](#) if you do not have a Princeton DocuSign account.
2. Locate the email from "DocuSign NA3 System" dse_NAS@docusign.net in your Princeton email stating that a research administrator has sent you a document to review and sign. Click on the Review Document button.
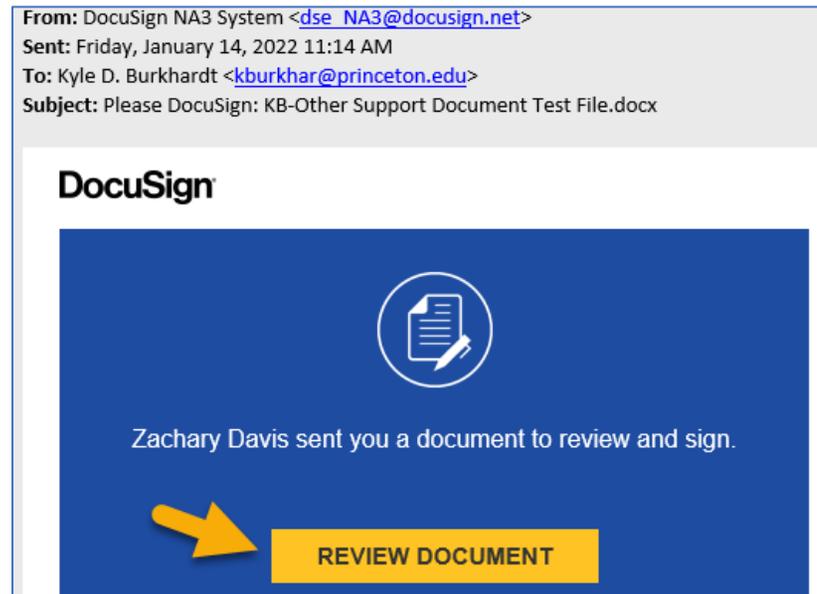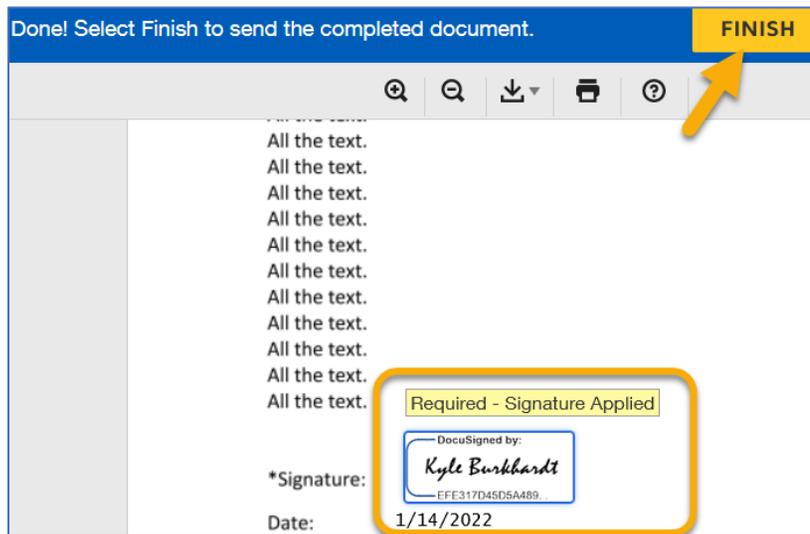

3. Click into the document or click the Continue button; either way will take you to the next step.
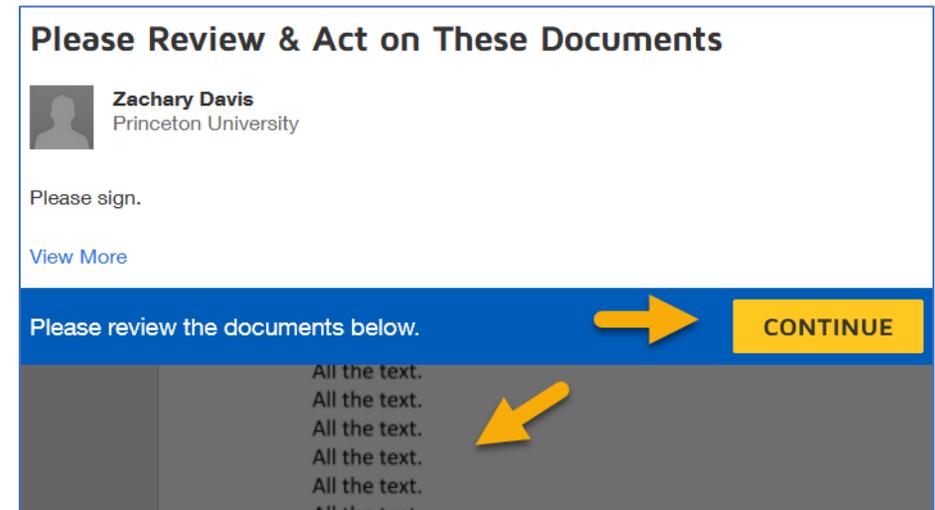
4. Scroll through the document to confirm the contents of the file. Either click on Start to take you directly to the Sign box, or scroll to the sign box. Click Sign to sign the document.
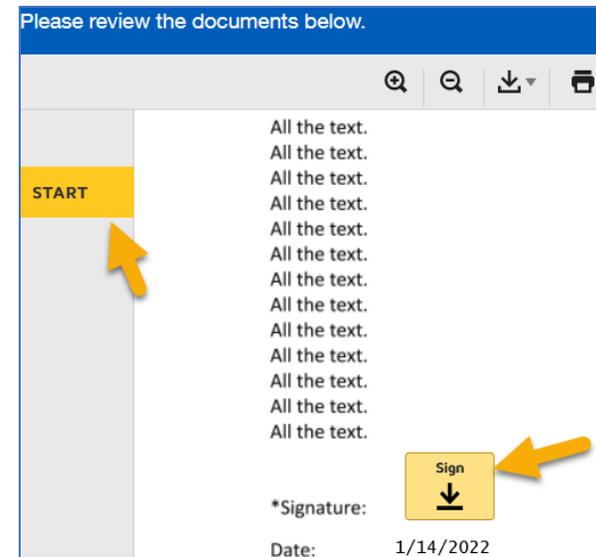
5. Your signature is now applied, and the date is filled in automatically. Click Finish.

6. The file is signed and the screen below is displayed. DocuSign automatically sends a copy of the signed file to the administrator who requested your signature. The signed file is in your DocuSign account and their DocuSign account. If your administrator will upload the file to the NIH K application, JIT, or RPPR, you're done and can click on "No Thanks".

7. If you are uploading the file to the NIH, the file has to be "flattened", which means "print to PDF". Click on the printer button in the upper right corner.
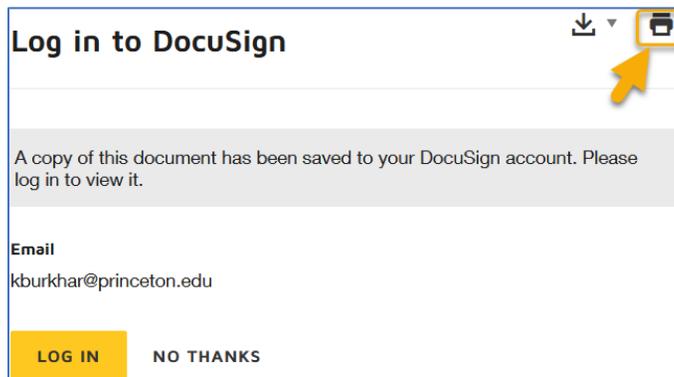
8. Depending on your browser and browser settings, the printer dialogue box may open. If the PDF file opens instead, press the printer icon.

9. Select "Adobe PDF" as your printer or destination, then press the "Print" button to save the flattened file to your computer. The flattened file is now ready for upload to the NIH K application, JIT, or RPPR.